



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) | RELEASE DATE: | Monday, September 21, 2009 |
| POSITION TITLE: | Deputy Director, Business Support Services | FINAL FILING DATE: | Monday, October 5, 2009 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 09212009_1 |

POSITION DESCRIPTION

Under the direction of the Director of Administrative Support Services, the incumbent serves as the business service advisor to the Director. The incumbent has full responsibility and accountability for the planning, organization, direction and oversight of the IT and Non-IT Procurement Services Branches, Business Operations Branch and the Contract Management Branch. The incumbent will oversee innovative program development and administration, and cross-program coordination to Space Management, Business Services, IT and Non-IT Procurements and Contracts, Contract Management and Asset Management (including Fleet Management) functions for the Office of the Receiver programs on a statewide basis. The incumbent provides executive management, policy formulation, guidance, consultation, oversight, administration, technical assistance, and interpretation of administrative, procurement and business services standards, laws, rules, and regulations; and responds to questions from the Office of the Receiver.

Duties include, but are not limited to:

The Deputy Director reports directly to the Director and serves as the business services chief policy advisor to the Director. The Deputy Director is a member of the management team and is responsible for providing values based leadership, direction, support and oversight to the Associate Directors who manage contract management, space management, asset management, medical facilities management, service contracts, centralized goods procurements, fleet and specialty procurements, and information technology procurements for a highly complex Medical and Custody program that have statewide impact.

The Deputy Director advises and formulates departmental policies and procedures that ensure the customer based service levels of the department's procurement, contract management and business services are met. Ensures policy and procedures adhere to departmental and statewide directions, and the Receiver's Turnaround Plan of Action. Provides day-to-day policy decisions and serves as the primary executive liaison between the department and the appropriate control agencies, Bureau of State Audits, Legislature, and institutions statewide on all contracts, procurements and business

services policy matters.

The Deputy Director provides executive leadership on developing and implementing a department-wide and statewide acquisition, facilities and asset management services program for a highly complex statewide Medical and Custody program. This program should be designed to secure facilities and procurements in a timely and cost-effective manner in order to meet customers' needs within the parameters of the State of California procurement policies and procedures and, when appropriate, use good judgment to exercise the court order procedures. Provides management advice and consultation to department executives and management regarding purchasing and contract activities, facilities/asset management and negotiates settlements for contract and lease problems, responds to and confers with management regarding complaints, provides oversight to the department's and statewide institutions' acquisition and business services programs.

The Deputy Director implements and provides status on the progress of the Receiver's Turnaround Plan of Action with regard to procurement and business services. Formulates performance measurements, goals and objectives. Evaluates the managers' performance, develops and maintains individual development plans, completes probationary reports timely and adheres to the State's progressive disciplinary policy. Makes informed and defensible administrative and personnel management decisions in accordance with department and State policies, employment laws, civil service rules and collective bargaining agreements.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch;

principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience at the managerial level in strategic planning, performance measurement, benchmarking, and organizational development.

Experience at the managerial level working with high level administrators on sensitive and complex procurement issues and contract management issues.

Experience at the managerial level presenting program issues before various control agencies, the Legislature, client organizations, interest groups and/or the public.

Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas and developing new approaches to achieve the Department's mission.

Experience at the managerial level in leadership of a large, multi-functional organization utilizing matrix management and/or integrated teams.

Experience at the managerial level building strong business relations internally and externally that add value to the organization.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Business Support Services**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Allison Sanjo | 916-445-1694 | allison.sanjo@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Human Resources, located at 501 J Street, Suite 350, Sacramento, CA. (**Please note, our office will be closed for business on Friday, October 2, 2009**)

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>